

MinnesotaCare:

See §0905.03 (Renewal Timelines).

MA/GAMC:

MAXIS mails renewals for households who are not required to report monthly around the 15th of the 2nd month before the month the renewal is due. For monthly reporters, MAXIS mails the form around the 27th of the 2nd month before the month the renewal is due. See §0905.07 (Monthly Reporting) for information on monthly reporters.

EXAMPLE:

Ethel is on MA and is not a monthly reporter. Her renewal is due December 1. MAXIS will mail the renewal on or around October 15.

MAXIS determines which renewal form to send according to what program(s) the household receives.

For people residing in long term care facilities or receiving EW services, MAXIS sends the MA-LTC Eligibility Form (DHS 2128). This includes LTC residents who receive MSA for personal needs and EW enrollees residing in GRH facilities and receiving GRH payments.

For people who receive MA automatically with cash, MAXIS sends the Combined Application Form (CAF, DHS 3469). Follow the timelines and procedures for the appropriate cash program.

EXCEPTION:

Use the DHS 2128 for people who reside in LTC and receive MSA for personal needs. This group is not automatically MA-eligible.

For people receiving only MA or GAMC, MAXIS sends the Minnesota Health Care Programs Renewal Form (DHS 3418) and a return envelope.

For people who receive MA or GAMC separately from cash assistance but who are also receiving cash or Food Support, MAXIS sends the CAF if the recertifications and renewals for all programs are due at the same time.

See TEMP Manual TE02.07.366 (Eligibility Review Forms--Health Care Prog's) if the recertifications are due at different times.

EXCEPTION:

MAXIS does not send renewal forms for the MA-BC basis of eligibility. See §0907.19.13 (MA for Breast/Cervical Cancer (MA-BC). Mail an MA-BC Application/Renewal Form (DHS 3525) and Certification of Further Treatment Required (DHS 3525A) to MA-BC enrollees on the 15th day of the 2nd month before the renewal is due.

Do not require an in-person interview as part of the renewal process for MA/GAMC.

County agencies may request the reimbursement officer to obtain information necessary to renew the eligibility of Regional Treatment Center residents.

Terminate benefits if a household fails to complete the appropriate renewal form or fails to provide mandatory verifications before the last day of the certification period. Enter an I (incomplete) in the Review Status field on the MAXIS REVW screen. If the agency has not received the renewal form, leave the code as N. MAXIS will generate a notice of termination 10 days before the end of the certification period.

If the renewal form was received by fax, the household must submit the original renewal form within 30 days of the date of the fax for eligibility to continue. Send 10-day notice to terminate for the 1st available month if the household fails to submit the original form.

If the household turns in the renewal form before the last day of the certification period but does not provide all needed information or verifications, OR the agency does not have time to act on the form in time to reinstate coverage for the following month, the case remains closed. Reinstate the case if the household completes the renewal process during the next month and the agency determines that eligibility continues.

If the household turns in the renewal form after the end of the certification period, process as a new application. See §0904 (Applications). Do not require the household to complete a new application if they submit the Minnesota Health Care Programs Renewal Form (DHS 3418) as the renewal form. If the household submits a Recertification Form or Long Term Care Recertification Form after the end of the certification period, require a CAF, HCAPP or LTC Application.

EXAMPLE:

Margaret's renewal is due February 1. She submits a completed renewal form on January 15 but does not include verification of income. Request the missing verifications. Enter an I in the review status field on the MAXIS REVW screen. If Margaret does not submit verification by 10-day notice cutoff, MAXIS will generate a termination notice. If you receive the verifications before the end of February and Margaret remains eligible, reinstate eligibility for February. ||

EXAMPLE:

Herbert's renewal is due March 1. The renewal form has not been received as of 10-day notice cutoff. The review status field remains coded N. MAXIS generates a termination notice for March. Herbert returns the renewal form on March 5. Process as a new application.

If the unit applies for Food Support on the Recertification Form (DHS 3217), treat this as an application. If the unit requests cash, require a CAF and interview.